




Editing the Box on a Society's Wiki Page

The Brickwall Genealogical Society	
Motto	"We Never Guess, We Make It Up"
Established	1976
Contact Info	
Address	123 Wall Street, Deadwood, South Dakota 57731
Telephone	(605) 123-1234
Fax	(605) 123-1233
Email	brickwall@frustrated.net 
Website	thebrickwallgensoc.org 
Facebook	Follow us on Facebook 
Society Meetings	
Address	123 Wall Street, Deadwood, South Dakota 57731
Day of Meeting	Every first Wednesday of the month
Time of Meeting	7:00pm
Society Building	
Address	123 Wall Street, Deadwood, South Dakota 57731
Hours	Monday, Noon to 5:00pm; Wednesday-Friday, 9:00am to 9:00pm; Saturday, 10:00am to 3:00pm
Society Officers	

Each society's wiki page has a box near the top of the page. The box provides key information about the society, like the society's name, location, hours, officers, and membership fees. It may include a picture of the building or its interior.

A short demo about editing society boxes and this handout will be available at FamilySearch.org. (Click **Learn**, click **Learn Center**, search for **Editing the Box on a Society's Wiki Page**. In the results, click **Editing the Box on a Society's Wiki Page**.)

Information You Could Provide

Below is a list of the types of information you could add to your box.

Important Tips

- You don't have to use all the fields. Your society can add just the information you want to provide.
- If you add information, the field will appear on your box.
- Any field you leave blank does not appear in your box.
- Don't delete fields you don't want. They won't appear in your box, and you may decide to use them later.

Example of a box for a fictitious society

Fields

Here is a list of the possible fields in the order they will appear in the box.

Name (of your society)=

Back color (This is filled in for you. Do not delete or change this line.)

Image=

You could add a photo or graphic that is appropriate for your society.

Image size=

The recommended size is 150. If that looks too small, you can go up to 200. Beyond 200 tends to cause problems with the box.

Motto=

Established=

Address=

Telephone=

Fax=

E-mail=

Website=

Facebook=

Twitter=

Meeting Address=

Meeting Time=

Building Address=

Building Hours=

President=

Vice President=

National President=

Members=

This is the number of members in your society

Membership Cost=

Affiliations=

Last Updated=

Any time you make any changes to the page, you should put that day's date in the Last Updated field. This helps interested viewers know how current the information is.

How to Use the List

1. Look at the fields, and decide what information your society wants to include in your box.
2. Gather and record the information.
 - If you want, you can copy the handout at FamilySearch.org onto your computer and type the information into the handout. (Click **Learn**, click **Learn Center**, search for **Editing the Box on a Society's Wiki Page**, and click **Handout**.) Adding the information to a saved copy of the handout lets cut and paste the information from the handout into your box.


Adding Information to Your Box

You can either type information into your box or copy and paste it from another document. There are basically 3 steps:

- Step 1. Open the Editing page for the box.
- Step 2. Add the information.
- Step 3. Save the box.

Opening the Editing Page for the Box

To add information, you have to be on the Editing page for the box.

1. Find your society page in the FamilySearch Research Wiki.
 - a. Go to https://www.familysearch.org/learn/wiki/en/Main_Page
 - b. Enter your **society's name** in the search box.
 - c. In the search results, click your **society's name**.
2. Open the Editing page for the text box.
 - a. Click **Sign in** at the top right of the screen, and sign in. You need to be signed in to edit or add information.
 - b. Click the **Edit This Page** button. This opens the Editing page.
 - c. Click the template code  near the top of the text.
 - d. In the Rich editor bar, click the **Insert/Edit Template** icon . The box appears in the Editing page.

Tip: If you have trouble getting the box to open in the Editing page, try using a different web browser. Some browsers are more compatible with Wiki than others.

Typing or Pasting in Information

You can type or paste in the information for your box. The Editing page where you add the information already has codes that will make the information display correctly. Even with the codes, it is easy to add information correctly to the Editing page.

Example of fields in the Editing page

```
{{Infobox Societies
|name=
|back_color=#e8f2Ff
|image=
|image_size=
|motto=
```

The One Thing You Need to Do

There is only one thing to remember to enter information correctly in the Editing page. Before you add information to a field, first click after the = (**equals sign**) for the field. This puts your cursor in the right spot to add information.

Remember,

- If you add information, the field will appear in your box.
- If you don't add information, that field will not appear in your box.
- Don't delete fields you don't want. They won't appear in your box, and you may decide to use them later.

Adding Information

1. Add the name of your society.
 - Find the line for "name=". Click after the =, and type or paste in the name of your society.
2. Do the same thing for all the information your society wants to provide:
 - Find the right field.
 - Click after the field's **equals sign** (=).
 - Skip the fields you don't want in your box.
3. As the last thing, in the Last updated field, type **today's date**.


Saving the Box

To save the information you added to the box, you need to save both the box and your society wiki page.

1. To save the box, click **OK**. That saves the box but keeps the Editing page open.
2. To save the society wiki page, do the following:
 - a. Scroll to the end of the Editing page.
 - b. In the summary field, add a note that explains what you've done (for example, "Added information to the box").
 - c. Click **Save page**.

Adding Links to the Box

You may want to make links to your affiliates' websites.

1. Highlight the affiliate's name.
2. In the Rich editor bar, click the **Insert/Edit Link** icon . A pop-up appears.
3. In the pop-up, type or paste the web address you want to link to.
4. Click **OK**. The name is now a link.
5. After you save the box and page, click the link to make sure it works.

Adding Images to the Box

Adding images is the same process whether you add images to the box or to your page. For the box, remember that the recommended image size is 150. If the image appears too small, you can increase the size up to 200. Beyond 200 tends to cause problems with the box. You need to enter the size in the field for **image size=**.

Images have to be submitted for approval before they display on the page. They are usually approved within 1-2 days.

For instructions on how to add images, you can watch a video at:

<https://www.familysearch.org/learningcenter/lesson/product-demo-research-wiki-adding-images/397> (short and very helpful).

You can also get links to wiki articles on adding images at:

https://www.familysearch.org/learn/wiki/en/Help:Images_and_files.